



# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>MP-10-0215-YH</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Program Analyst (20184-0) GS-343-11 \$60,520 to \$78,674 per annum (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>8am – 4:30pm M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Office of the Chief of Staff, Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent 1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant 503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>9/1/10</b>	<b>8. <u>Closing Date</u></b>  <b>9/22/10</b>

- This position is in the bargaining unit

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement and people eligible under special hiring authorities (See conditions of employment).

### MAJOR DUTIES:

This position is associated with the Portland Center for Evaluation of Clinical Studies (PCECS) within the office of the Chief of Staff at Portland VA Medical Center (PVAMC). The incumbent will report directly to the PCECS Supervisory Clinical Coordinator and will be responsible for project management and oversight of the development, implementation, evaluation, and dissemination of findings for each clinical and/or operational intervention approved by the PCECS Supervisory Clinical Coordinator. The primary goal of the incumbent will be to effectively actualize clinical interventions in the PVAMC by providing leadership, stakeholder facilitation, effective implementation of identified strategies and novel interventions, and evaluation with recommendations of findings to clinical and administrative Medical Center leadership in coordination with the PCECS Supervisory Clinical Coordinator and Clinical Director. The incumbent will be instrumental in ensuring that PCECS achieves its long-term goal of improving the quality of care and patient safety, improving adherence to clinical guidelines, and maximizing efficient resource utilization for the Medical Center. The incumbent is responsible for the development and oversight of assigned clinical improvement projects, to include project planning, organizing, coordinating and facilitating stakeholders, overseeing strategy development, implementation with education to customers, assessing impact, refining strategies, and coordinating project handover or closure in collaboration with the PCECS Supervisory Clinical Coordinator and Clinical Director. Projects to be assigned will be based on prioritization in alignment with the PCECS mission to improve patient quality of care, patient safety, and resource utilization. Incumbent promotes collaborative working relationships, creative problem solving, and flexibility. Incumbent organizes and coordinates the involvement of stakeholder staff to include MDs, RNs, and other professional and/or clerical staff, as well as administrative and clinical division and executive leadership for the Medical Center. Incumbent acts as a resource person in planning, reviewing, or revising policies and procedures that impact patient care, relative to the assigned projects. Incumbent considers impacts to staffing, patient care, resource utilization, safety, and patient and staff satisfaction in all aspects of project planning. Incumbent documents all stages of the project development, implementation, and evaluation using project management software approved by the PCECS Supervisory Clinical Coordinator. Incumbent provides professional and technical advice, support, and assistance to all customers with a view towards accomplishing the mission of PCECS.

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-343, Management and Program Clerical and Assistance series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** At least one year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level, GS-9. Specialized experience includes, but is not limited to Executive/Administrative Assistant and/or Office Manager/Assistant for a large and complex health care organization, office or division in which major duties include the development of projects that include planning, organizing, coordinating and facilitating stakeholders, overseeing the strategic development and implementation with coordination of project handover. The ability to plan, review or revise policies and procedures that impact patient care, resource utilization, safety and patient and staff satisfaction in

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all aspects of project planning. The ability to use sound data-driven methods for decision-making that focus on improving quality of care, patient safety and resource utilization. The ability to analyze data from various sources and reports to develop sound interpretations relating to specific project interventions for assessment on necessary actions to achieve desired outcomes.

**Substitution of Education for Experience: GS-11:** Ph.D. or equivalent doctoral degree or three (3) full years of progressively higher level graduate education leading to such a degree, if related

**Preferred candidate possesses a Masters in Public Health or Masters in Public Administration, or related field**

#### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.***

1. Knowledge of and skill in health systems project management including ability to plan, organize and facilitate stakeholders, oversee strategy development, implementation and education to customers, with skills in developing evaluation strategies to assess impact, refine product and coordinate project handover to stakeholders.
2. Knowledge of and skill in documentation of all aspects of project track, development and implementation for efficient generation of reports and/or presentations to stakeholders.
3. Knowledge of and skill in evaluation methodology and data analysis from various sources and reports, developing interpretations and recommendations pertinent to clinical program operations.
4. Knowledge of and skill in developing and delivering educational materials pertinent to clinical projects, as well as reports on project findings, and clinical program and policy recommendations to various stakeholders and leadership in verbal and written forms as well as participate in authorship for scholarly papers for broad dissemination of project findings.
5. Knowledge of working experience with the management and organizational structure of a large government Medical Center or similar tertiary care VA Medical Center.

#### **CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### **HOW TO APPLY:**

##### **Portland VAMC Permanent employees submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (Optional).
4. OF-612 and/or Resume.

##### **Other VA Permanent Employees submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612. (Required).
2. Latest SF-50, Notification of Personnel Action (Required)
3. [VAF 4676a, Employee Supplemental Qualifications Statement](#) .
4. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (Optional).
5. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later)
6. Latest performance appraisal

**All application packets must be received in Human Resources by Close of Business (COB) on 9/22/10**

Application forms may be obtained in Human Resources Management Service or on our Portland VAMC internet website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-10-0215-YH**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept in a US government envelope.**